

## **WITHDRAWING FROM A CLASS (OR CLASSES): THINGS TO CONSIDER FOR STUDENTS IN THE COLLEGE OF ARTS & SCIENCES**

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### **Withdrawing From a Class While Remaining in 12 Credits or More**

You may choose to withdraw from a class if you will remain enrolled in 12 or more credits. Use the DROP function in SIS to withdraw from a class before the course withdrawal deadline. When you get the message about withdrawing, click on the “Request Class Withdrawal” link and follow the directions.

All class withdrawals remain on the transcript as a W. A W does not affect your GPA.

Before withdrawing from a class that could affect your ability to graduate on time, see your [Association Dean](#) in Monroe Hall. Please all review the categories below.

### **Withdrawing From a Class and Being Enrolled in Fewer than 12 Credits**

You must obtain permission from your [Association Dean](#) if withdrawing from a class will leave you with fewer than 12 credits. Use the DROP function in SIS to withdraw from a class before the withdrawal deadline and provide a brief written explanation for your dean about the reason for your course withdrawal. Students should also schedule an appointment to meet with their Association Dean to discuss consequences and options. Enrollment in fewer than 12 credits may have consequences and students should consider all of the following before making a final decision.

#### *Academic Probation*

If you earn fewer than 12 credits in a semester, you are placed on academic probation. Two consecutive academic probations (even with time away in between semesters) result in an academic suspension of one year.

If you are on an approved reduced course load accommodation from SDAC, you will not be placed on academic probation for enrollment in 12 credits or less. Students who request a reduced course load in the final semester prior to graduation are also not placed on academic probation.

#### *Financial Aid*

Unless prior approval for a reduced course load in the final term has been obtained from the Association Dean, students must register for at least 12 credits each semester. Subsequent enrollment in fewer than 12 credits may jeopardize financial aid that requires demonstration of satisfactory academic progress. There are various kinds of financial aid available ranging from local community scholarships to Social Security, Veteran’s Benefits and ROTC. Some of these may stipulate “uninterrupted full time study”. Students contemplating withdrawing from a class should check first with Student Financial Services to see if their financial aid would be affected.

### *Health and Auto Insurance*

Some health and auto insurance plans require that students be full-time students to maintain their coverage. Plans vary and students should make sure that falling below 12 credits would not result in the loss of insurance coverage.

### *NCAA Eligibility*

Student athletes must be enrolled in at least 12 credits to remain eligible for athletic participation. Students who are in their final semester may request a reduced course load by contacting Rachel Most. Until you receive formal notice of approval, you should enroll in 12 or more credits.

### *Resident Advisors (RAs)*

The Office of Housing and Residence Life requires that all Resident Advisors must be in Good Academic Standing. If you are an RA or if you are applying to be one, academic probation may jeopardize your position or application. Check with the Office of Housing and Residence Life if you have questions.

### *Satisfactory Academic Progress*

Students in the College of Arts and Sciences must complete 54 credits by the beginning of their fifth semester and 84 credits by the beginning of their seventh semester. Withdrawing from a class may require you to adjust your academic plan (i.e., enrolling in J-Term or Summer Session) to meet these academic requirements for enrollment.

### *Honors*

Dean's List require enrollment in and completion of 15 graded credits and a 3.500 GPA.

### *Study Abroad*

Students must have at least a 2.500 cumulative grade point average and be in Good Academic Standing to study abroad. Students with a low GPA, or who incur academic probation in the semester before they apply to study abroad, will have to prepare and submit a petition to their Association Dean for permission to study abroad.

### *Visa Status*

Enrollment in fewer than 12 credits may result in loss of an F-1 and J-1 student visa. Students "out of status" are required to leave the country. Any request to carry fewer than 12 credits must be approved by Richard Tanson in the International Studies Office prior to withdrawal. Until formal written notice of approval is obtained, students should enroll in 12 or more credits.